

## **Paraeducator Task Preparation / Confidence Inventory**

**Directions for the Paraeducator:** Complete this form by considering your own preparation and confidence to perform each task. Decide how prepared and confident you feel for each task / duty. Check 1 if you are unprepared to do the task and want / need training in order to begin. Check 2 to show that you may begin doing the task, but need further instruction. Check 3 or 4 to show that you want more training to improve your skill. Check 5 if you feel well prepared and confident.

### **Supervision of Groups of Students**

- |     |   |   |   |   |   |   |
|-----|---|---|---|---|---|---|
| 1.  | Assist individual students on arrival or departure (specify _____)              | 1 | 2 | 3 | 4 | 5 |
| 2.  | Supervise groups of students during lunch.....                                  | 1 | 2 | 3 | 4 | 5 |
| 3.  | Supervise groups of students during recess .....                                | 1 | 2 | 3 | 4 | 5 |
| 4.  | Supervise groups of students loading / unloading buses .....                    | 1 | 2 | 3 | 4 | 5 |
| 5.  | Monitor students during hall passing periods .....                              | 1 | 2 | 3 | 4 | 5 |
| 6.  | Escort groups of students to bathroom, library, gym, etc. ....                  | 1 | 2 | 3 | 4 | 5 |
| 7.  | Accompany students to therapy sessions, individual appointments, etc. ....      | 1 | 2 | 3 | 4 | 5 |
| 8.  | Teach appropriate social behaviors in common areas .....                        | 1 | 2 | 3 | 4 | 5 |
| 9.  | Carry out behavior management .....   | 1 | 2 | 3 | 4 | 5 |
| 10. | Participate in classroom behavioral system as directed .....                    | 1 | 2 | 3 | 4 | 5 |
| 11. | Provide reinforcement /support in IEPs / behavior plans .....                   | 1 | 2 | 3 | 4 | 5 |
| 12. | Mediate interpersonal conflicts between students .....                          | 1 | 2 | 3 | 4 | 5 |
| 13. | Provide instruction to students on how to mediate their own conflicts .....     | 1 | 2 | 3 | 4 | 5 |
| 14. | Provide cues, prompts to students who are mediating conflicts .....             | 1 | 2 | 3 | 4 | 5 |
| 15. | Provide physical proximity for students with behavior problems .....            | 1 | 2 | 3 | 4 | 5 |
| 16. | Circulate in classroom to provide behavioral supports where needed .....        | 1 | 2 | 3 | 4 | 5 |
| 17. | Enforce class and school rules .....  | 1 | 2 | 3 | 4 | 5 |
| 18. | Assist students who are self-managing behavior (e.g provide cues, prompts) .    | 1 | 2 | 3 | 4 | 5 |
| 19. | Help students develop / self-monitor organizational skills .....                | 1 | 2 | 3 | 4 | 5 |
| 20. | Provide cues, prompts to students to use impulse / anger control strategies ... | 1 | 2 | 3 | 4 | 5 |
| 21. | Provide cues, prompts to students to employ specific prosocial skills .....     | 1 | 2 | 3 | 4 | 5 |
| 22. | Teach pro-social skill lessons .....  | 1 | 2 | 3 | 4 | 5 |
| 23. | Facilitate appropriate social interactions among students .....                 | 1 | 2 | 3 | 4 | 5 |
| 24. | Assist other students in coping with the behaviors of specific students .....   | 1 | 2 | 3 | 4 | 5 |

### **Delivery of Instruction**

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|-----|---|---|---|---|---|---|
| 25. | Conduct drill & practice activities (e.g. vocabulary, math facts, articulation protocols) .....   | 1 | 2 | 3 | 4 | 5 |
| 26. | Read / repeat tests or directions to students .....   | 1 | 2 | 3 | 4 | 5 |
| 27. | Read with students (specify techniques _____[e.g. guided oral reading, neurological impress, repeated readings, choral reading]) .....          | 1 | 2 | 3 | 4 | 5 |
| 28. | Help students complete written assignments .....  | 1 | 2 | 3 | 4 | 5 |
| 29. | Give objective tests (e.g. spelling, math) .....  | 1 | 2 | 3 | 4 | 5 |
| 30. | Assist students to compose original work (e.g. stories, essays, reports) .....  | 1 | 2 | 3 | 4 | 5 |
| 31. | Tape record stories, lessons, assignments .....   | 1 | 2 | 3 | 4 | 5 |
| 32. | Create individualized instructional materials according to the adaptation list provided or specific directions (e.g. lesson plans, IEPs) .....  | 1 | 2 | 3 | 4 | 5 |
| 33. | Read to students (specify _____ [e.g. texts material, stories]) .....   | 1 | 2 | 3 | 4 | 5 |
| 34. | Listen to students reading orally .....   | 1 | 2 | 3 | 4 | 5 |
| 35. | Help students' work on individual projects .....  | 1 | 2 | 3 | 4 | 5 |
| 36. | Facilitate students' active participation in cooperative groups .....   | 1 | 2 | 3 | 4 | 5 |
| 37. | Help students select library books / reference materials .....  | 1 | 2 | 3 | 4 | 5 |
| 38. | Help students use computers (specify purpose _____[e.g. keyboarding, drill & practice, composing written assignments, printing, Internet) ..... | 1 | 2 | 3 | 4 | 5 |

- |     |  |   |   |   |   |   |
|-----|--|---|---|---|---|---|
| 39. | Translate instruction / student responses (e.g. sign or other language) .....  | 1 | 2 | 3 | 4 | 5 |
| 40. | Translate directions into other language for student(s) (e.g. ASL) .....   | 1 | 2 | 3 | 4 | 5 |
| 41. | Translate teacher made materials / text materials into another language .....  | 1 | 2 | 3 | 4 | 5 |
| 42. | Use another language (e.g. sign, Spanish), to discuss and elaborate on concepts that have been taught in English ..... | 1 | 2 | 3 | 4 | 5 |
| 43. | Carry out lessons on field trips as directed .....   | 1 | 2 | 3 | 4 | 5 |
| 44. | Monitor student performance as directed .....  | 1 | 2 | 3 | 4 | 5 |
| 45. | Re-teach / reinforce instructional concepts introduced by teachers to small groups or individual students .....        | 1 | 2 | 3 | 4 | 5 |

### **Data Collection / Reporting**

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|-----|---|---|---|---|---|---|
| 46. | Observe and record student progress in academic areas .....               | 1 | 2 | 3 | 4 | 5 |
| 47. | Observe and record individual student behaviors.....                      | 1 | 2 | 3 | 4 | 5 |
| 48. | Observe and record student health needs.....                              | 1 | 2 | 3 | 4 | 5 |
| 49. | Observe and record student food / liquid intake .....                     | 1 | 2 | 3 | 4 | 5 |
| 50. | Observe and record student bathroom use / needs .....                     | 1 | 2 | 3 | 4 | 5 |
| 51. | Observe and record student communication skills, adaptive equipment ..... | 1 | 2 | 3 | 4 | 5 |
| 52. | Observe and record student social interactions / initiative, etc. ....    | 1 | 2 | 3 | 4 | 5 |
| 53. | Observe and record behavior of classes, large, or small groups .....      | 1 | 2 | 3 | 4 | 5 |

### **Activity Preparation / Follow-up**

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|-----|---|---|---|---|---|---|
| 54. | Find / arrange materials / equipment (e.g. mix paints, set up lab materials) .....    | 1 | 2 | 3 | 4 | 5 |
| 55. | Adapt materials / equipment as specified for particular student .....                 | 1 | 2 | 3 | 4 | 5 |
| 56. | Construct learning materials as directed .....  | 1 | 2 | 3 | 4 | 5 |
| 57. | Prepare classroom displays.....   | 1 | 2 | 3 | 4 | 5 |
| 58. | Order materials and supplies .....  | 1 | 2 | 3 | 4 | 5 |
| 59. | Organize classroom supplies / materials .....   | 1 | 2 | 3 | 4 | 5 |
| 60. | Operate equipment (e.g. tape recorders, VCRs, overhead projectors) .....              | 1 | 2 | 3 | 4 | 5 |
| 61. | Make audio and/or visual aids (transparencies, written notes, voice notes etc.) ..... | 1 | 2 | 3 | 4 | 5 |
| 62. | Schedule guest speakers / visitors as directed .....                                  | 1 | 2 | 3 | 4 | 5 |
| 63. | Help prepare and clean up snacks .....  | 1 | 2 | 3 | 4 | 5 |
| 64. | Help students clean up after activities .....   | 1 | 2 | 3 | 4 | 5 |
| 65. | Distribute supplies / materials / books to students .....                             | 1 | 2 | 3 | 4 | 5 |
| 66. | Collect completed work from students / return papers to students.....                 | 1 | 2 | 3 | 4 | 5 |
| 67. | Make field trip arrangements (e.g. schedule buses, notify cafeteria) .....            | 1 | 2 | 3 | 4 | 5 |

### **Ethical Practice**

- |     |   |   |   |   |   |   |
|-----|---|---|---|---|---|---|
| 68. | Maintain confidentiality of all information regarding students .....  | 1 | 2 | 3 | 4 | 5 |
| 69. | Respect the dignity of every child at all times.....  | 1 | 2 | 3 | 4 | 5 |
| 70. | Report suspected child abuse according to the law, local policies, procedures. ....                                 | 1 | 2 | 3 | 4 | 5 |
| 71. | Abide by school district policies, school rules, and team standards in all areas .....                              | 1 | 2 | 3 | 4 | 5 |
| 72. | Communicate with parents and families only as directed by the teacher .....   | 1 | 2 | 3 | 4 | 5 |
| 73. | Provide accurate and timely information about the student to those who have know [e.g. team members] .....          | 1 | 2 | 3 | 4 | 5 |
| 74. | Carry out all assigned duties responsibly, in a timely manner .....   | 1 | 2 | 3 | 4 | 5 |
| 75. | Protect the welfare and safety of students at all times .....   | 1 | 2 | 3 | 4 | 5 |
| 76. | Maintain composure / emotional control while working with students .....  | 1 | 2 | 3 | 4 | 5 |
| 77. | Demonstrate punctuality, good attendance, and report absences as directed ..  | 1 | 2 | 3 | 4 | 5 |
| 78. | Maintain acceptable hygiene and appearance .....  | 1 | 2 | 3 | 4 | 5 |
| 79. | Protect the privacy and dignity of school staff members, team members, co-workers, other adults in the school ..... | 1 | 2 | 3 | 4 | 5 |
| 80. | Accept assigned tasks graciously .....  | 1 | 2 | 3 | 4 | 5 |

81. Request direction, instruction, or guidance for new or unfamiliar tasks ..... 1 2 3 4 5

### **Team Participation / Membership**

82. Meet with team as scheduled / directed ..... 1 2 3 4 5  
 83. Participate in team meetings by contributing information, ideas, and assistance..... 1 2 3 4 5  
 84. Participate in team meetings by listening carefully to the ideas of others ..... 1 2 3 4 5  
 85. Engage in appropriate problem-solving steps to resolve problems..... 1 2 3 4 5  
 86. Engage in mature conflict management steps / processes ..... 1 2 3 4 5  
 87. Use appropriate communication actions in adult-adult interactions ..... 1 2 3 4 5  
 88. Respect the dignity of other adults ..... 1 2 3 4 5  
 89. Participate in learning activities as specified in growth and development plan . 1 2 3 4 5  
 90. Participate in school wide growth and development activities as specified..... 1 2 3 4 5

### **Clerical Work**

91. Take attendance ..... 1 2 3 4 5  
 92. Type reports, tests, IEPs, assessment reports ..... 1 2 3 4 5  
 93. Make copies..... 1 2 3 4 5  
 94. Sort and file student papers ..... 1 2 3 4 5  
 95. Record grades ..... 1 2 3 4 5  
 96. Collect fees, i.e. lab, book, milk, activity, etc. .... 1 2 3 4 5  
 97. Correct assigned student-lessons / homework..... 1 2 3 4 5  
 98. Grade tests..... 1 2 3 4 5  
 99. Help with paperwork to facilitate parent-teacher appointments ..... 1 2 3 4 5  
 100. Inventory materials and fill out routine forms Maintain files for IEPs,  
 assessment reports, other program reports ..... 1 2 3 4 5  
 101. Maintain databases of student information ..... 1 2 3 4 5

### **Health / Personal Related Services**

102. Assist students using the restroom..... 1 2 3 4 5  
 103. Change diapers..... 1 2 3 4 5  
 104. Clean up after student accidents ..... 1 2 3 4 5  
 105. Help students with health related services as directed by school nurse  
 (e.g. trach tube suction, nebulizer treatments) ..... 1 2 3 4 5  
 106. Help student(s) eat, mix food, feed (e.g. G-tube) ..... 1 2 3 4 5  
 107. Transfer, turn, position, lift students ..... 1 2 3 4 5  
 108. Assist student to use wheelchair, stander, other mobility devices..... 1 2 3 4 5  
 109. Check functioning of equipment (e.g. hearing aid batteries, oxygen tank) ..... 1 2 3 4 5  
 110. Dispense medication to students according to health plan, as directed by nurse1 2 3 4 5

### **Other**

111. Attend IEP meetings ..... 1 2 3 4 5  
 112. Participate in unit, lesson, individual student planning sessions with teacher.... 1 2 3 4 5  
 113. Attend parent-teacher conferences ..... 1 2 3 4 5  
 114. Communication with families (specify \_\_\_\_\_) ..... 1 2 3 4 5  
 115. Contribute unique skills and talents (specify \_\_\_\_\_) ..... 1 2 3 4 5  
 116. Attend after school activities (specify \_\_\_\_\_) ..... 1 2 3 4 5